



**Personnel**

## **POSITION MANAGEMENT AND CLASSIFICATION**

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1. The Air Force will assign duties and responsibilities to individual civilian positions to accomplish the air and space defense mission in an orderly, efficient, and economical manner.
  - 1.1. The highest level of work of an organization will be concentrated in the minimum number of positions needed to accomplish the work with full consideration given to the availability of skills in the labor force, opportunities for advancement, and enhancement of motivation and morale.
  - 1.2. Responsibilities of each position will be delineated clearly and will not conflict with or duplicate the duties and responsibilities of any other position.
  - 1.3. The largest number of employees will work for the smallest number of supervisors needed to carry out the mission effectively.
2. Duties and responsibilities of each position will be adequately documented, certified as accurate by the supervisor, certified as properly classified by the classifier on AF Form 1378 or AF Form 1003, and maintained in the office exercising classification authority. A position description (PD) or core personnel document (CD) is adequate for classification purposes when it describes the major duties, responsibilities, and supervisory relationships of the position clearly, definitively, and sufficiently so that the proper classification can be readily determined by one knowledgeable of the occupational fields involved and skilled in the application of pertinent classification standards, principles, and policies.
3. The Air Force supports the principle of equal pay for substantially equal work through timely and accurate classification of positions consistent with the position classification and job grading standards issued by the Office of Personnel Management (OPM).
4. The Air Force will make every effort to resolve employee dissatisfaction over the classification of positions in an amicable and informal manner. An employee and his or her authorized representative will be free to file a formal classification appeal without restraint, interference, coercion, discrimination, or reprisal. Formal employee classification appeals will be timely processed by the servicing Civilian Personnel Flight (CPF) in compliance with the requirements of appellate authorities at DOD and OPM. CPFs will advertise the procedures for filing a classification appeal at least annually.
5. The Air Force classification program will facilitate the proper placement of employees through development and assignment of occupational skill codes to individual positions.
6. This directive establishes the following responsibilities and authorities:
  - 6.1. The Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations and Environment (SAF/MI) is responsible for civilian personnel policy matters as described in Air Force Policy Directive 90-1, Strategic Planning and Policy Formulation, paragraph 1.5.2. SAF/MI approval is required before this document is changed, reissued or rescinded.

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6.2. The Deputy Chief of Staff, Personnel (HQ USAF/DP) develops, coordinates, and executes personnel policy and approves essential procedural guidance for the management of the Position Management and Classification Program.

6.3. Managers and supervisors are solely responsible for the assignment of duties and responsibilities to civilian positions consistent with the policies established by this directive and as delegated by the organization commander, ensuring PDs and CDs are accurate, and providing copies of PDs/CDs to their subordinates.

6.4. The CPF providing classification service is solely responsible for the proper classification of positions other than those specified in 6.5. and 6.6. below and exercises this responsibility on behalf of Commanders with appointing authority.

6.5. Positions responsible for exercising appointing authority on behalf of Commanders, including Civilian Personnel Officers and Major Command Directors of Civilian Personnel, are centrally classified by HQ USAF/DPC.

6.6. Air Reserve Technician (ART) positions are centrally classified by HQ AFRES/DPC.

6.7. Managers and supervisors and the servicing CPF

providing classification service are jointly responsible for the adequacy of PDs/CDs.

6.8. Commanders or organization directors will resolve disagreements between management and the CPF pertaining to the accuracy of PDs/CDs.

6.9. Major Command (MAJCOM) Directors of Civilian Personnel will resolve disagreements between managers and the servicing CPF pertaining to the proper classification of positions on behalf of Commanders with appointing authority. Classification disputes from tenant organizations will be resolved by the CPF's parent MAJCOM after consideration of comments by the tenant's MAJCOM. Classification decisions made by MAJCOMs under these circumstances are binding on the subordinate installation.

7. See attachment 1 for measures of compliance.

8. See attachment 2 for related publications.

**9. Forms Prescribed:** AF Form 1378, *Civilian Personnel Position Description*, Mar 79 and AF Form 1003, *Air Force Core Personnel Document (Automated)*, Apr 90.

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### MEASURING COMPLIANCE WITH POLICY

A.1.1 Compliance with position management and classification policy will be measured by the ratio of supervisory employees to non-supervisory employees and the percentage of high grade positions in the workforce. Measurement of position management policy will be done by HQ USAF through information in the Defense Civilian Personnel Data System (DCPDS). A.1.1.1 Supervisory ratio is the ratio of civilian employees assigned to positions coded with a supervisory level code of 1, 2, or 3 in DCPDS to all other civilian employees (figure A1.1). High grade management will be measured by the percentage of full-time, permanent employees occupying positions in grade GS-14 and higher, including pay equivalents, to the authorized civilian workforce (figure A1.2.)

Figure A1.1 Sample Metric of Supervisory Ratio

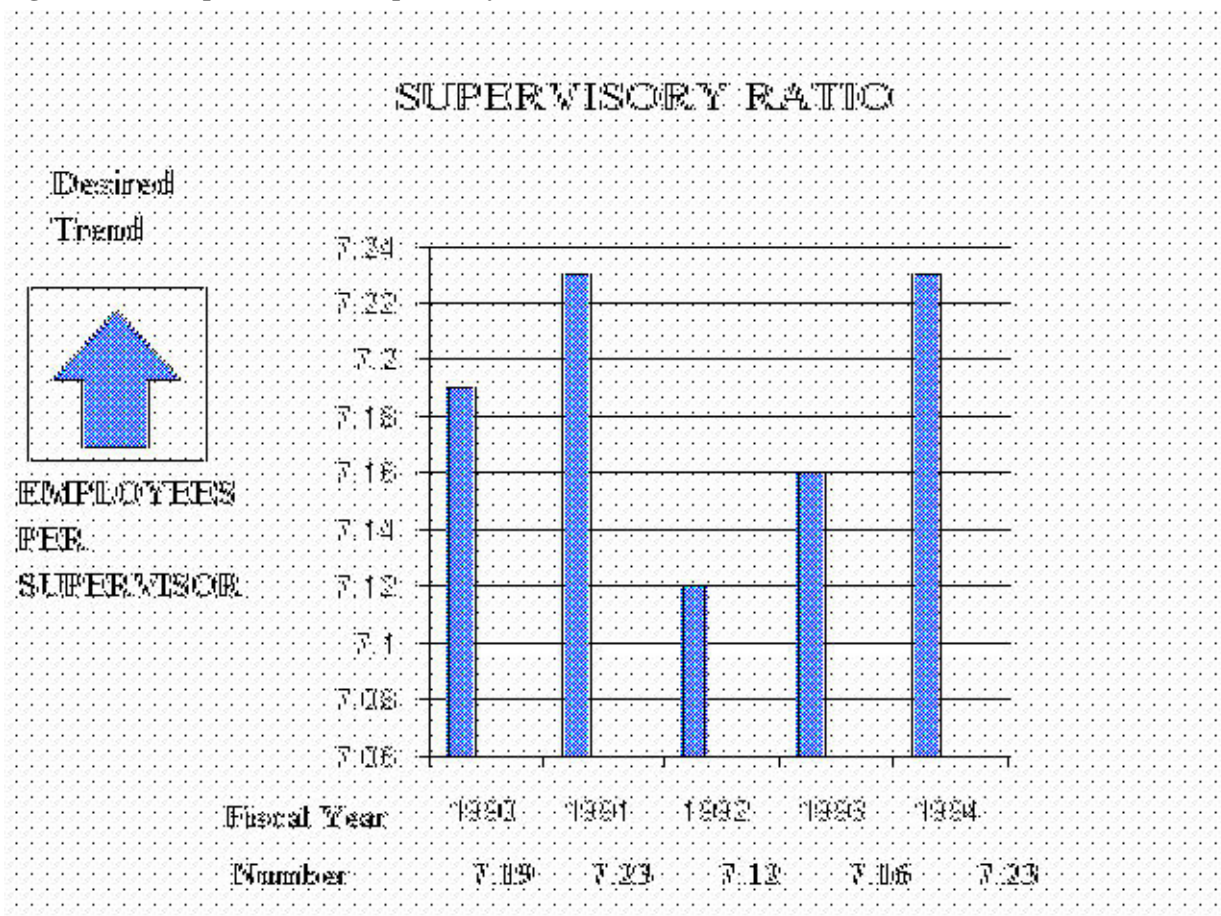
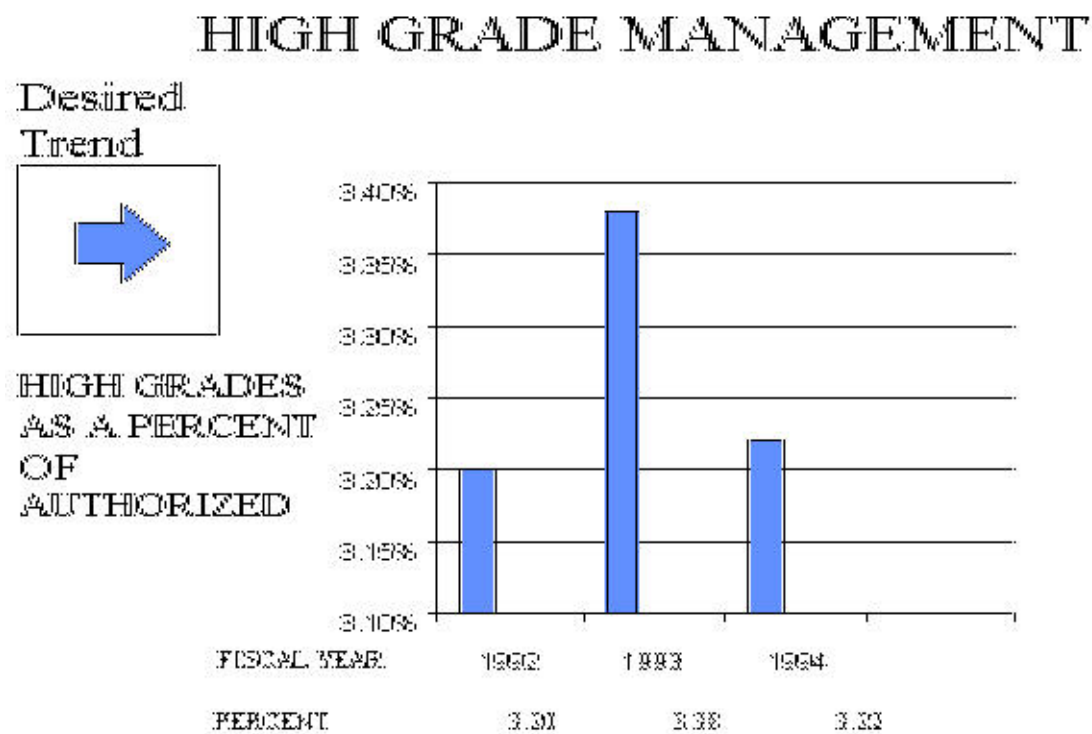


Figure A1.2 Sample Metric of High Grade Management



## GLOSSARY OF REFERENCES

### ***References***

Title 5, United States Code:

*Chapter 51, Classification (Section 5101 through 5115), Current Edition*

*Chapter 53, Pay Rates and Systems (Section 5346), Current Edition*

5 CFR Part 511

Job Grading System for Trades and Labor Occupations

Position Classification Standards for Positions under the General Schedule

AFI 38-201, *Determining Manpower Requirement*